

## PLANNING ILLUSTRATOR I

### Class Definition

Under close supervision, prepares planning maps, charts, graphs, tables, and similar materials.

### Distinguishing Characteristics

Planning Illustrator I is the entry level class in the Planning Illustrator series. Incumbents are assigned to the Planning Division of the Development Department and prepare planning, zoning, and land use maps, as well as charts and graphs. The Planning Division prepares plans and policies to assure orderly growth development and redevelopment of the City and its sphere of influence. This class differs from that of Planning Illustrator II in that the latter is the journey-level class of the series.

### Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Prepares drafting and graphic presentations for processing or requests for zoning amendments, conditional use permits and variances, including the preparation of displays and photographic presentations for special studies.

Prepares base land use maps, maps for zoning amendments, charts, and graphs for the General Plan, Community Plans, and Specific Plans.

Selects colors and media, does layout of complex multi-color, multi-page publications, posters, and other printed materials.

Prepares property maps that show individual properties on which zoning applications are pending.

Prepares and maintains official zone maps.

Prepares and maintains property owner mailing lists.

Processes sub-division and parcel maps.

Collects land use information and records data.

Coordinates the graphics reproduction techniques and methods.

Performs related duties as required.

*Knowledge, Abilities and Skills*

Knowledge of the principles of graphic design and techniques, drafting, urban design, mathematics, and related fields.

Some knowledge of techniques in interpreting statistical data by charts and graphs.

Some knowledge of the various printing processes, including format, layout, and multi-color reproduction.

Ability to organize ideas of design and presentation and use a variety of media effectively.

Ability to establish and maintain effective working relationships with co-workers and the public.

Ability to communicate effectively, both orally and in writing.

*Minimum Qualifications*

Six units of college level course work in commercial art, architecture, landscape architecture, industrial arts, engineering, geography, or graphics and design; and six months of experience in commercial art, graphics and design, or drafting. An additional six months of qualifying experience may be substituted for the required college course work.

Incumbents in the Planning Illustrator I class may be promoted to Planning Illustrator II upon successful completion of the probationary period, recommendation of the appointing authority, and the passing of a non-competitive qualifying examination.

*Necessary Special Requirements*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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